



FOR OFFICE USE ONLY

Date Received: _____
 Amount Due: _____
 Amount Received: _____
 Received By: _____
 Date Completed: _____

**REQUEST FOR COPIES OF PERMITS, ORDERS
 AND OTHER MISCELLANEOUS ITEMS
 Form #DCI161 (rev. 01/20)**

Please Note: In the event it is necessary to conduct extensive research for a record, the hourly wage rate, plus fringe benefits of the employee performing a record search will be imposed. You will be notified when your request is complete.

(Please use a SEPARATE request form for EACH address)

Date of Request: _____ Property Address: _____
 Information to be sent to (Please Print Name): _____
 Mailing Address: _____
 Phone Number: _____ FAX #: _____
 Signature of Requester: _____

Request (Please check all that apply):

- Current Building Permit
- Closed (Previous) Building Permits (Records are available from 1993 – Present)
- Current Building Code Violations/Orders
- Closed Building Cases (Records are available from 1998 – Present)
 Please indicate the date(s) requested: _____
- Current Property Maintenance Code Violations/Orders
- Closed Property Maintenance Code Cases (Records are available from 1998 – Present)
 Please indicate the date (s) requested: _____
- Other* (Please Specify): _____

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- The Department of City Inspections has researched the above property and found the following:

Permits: _____ Reinspections: _____

Violations/Orders: _____ Other/Comments: _____

Initials _____

- The Department of City Inspections has researched the above property and found no information on file regarding the petitioner's request.

Initials _____

For information regarding underground fuel tanks, please contact the Fire Prevention Bureau at 262.653.4110